

Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

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| Position: | Staff Services Analyst/ Associate Governmental Program Analyst |
| Position #: | 051-221-5157/5393-XXX |
| Salary Range: | \$2817 - \$4446 \$4400 - \$5348 |
| Issue Date: | September 24, 2008 |
| Contact: | Linda Parsons (916) 373-5474 |
| Location: | Personnel/Payroll Services Division, 21 st Century Project 710 Riverpoint Court West Sacramento, CA 95605 |
| Final Filing Date: | Statewide Until Filled |

If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further. The Office of the State Controller (SCO) is your destination employer within the State of California. Come join the efforts of the 21st Century Project Team to transform human resources management through enhanced business processes, system tools, and information. Specific duties include, but will not be limited to the following:

DUTIES WILL COMMENSURATE WITH THE LEVEL HIRED

Scope of the Position:

Under the general direction of a Staff Services Manager II, and as a member of the Workforce Transition Team, the incumbent performs complex analytical, planning, and development tasks at the full journey level. The incumbent will work within the project's Organizational Readiness work stream, and will focus on organizational change management efforts designed to mitigate organizational risks and challenges related to the implementation of the new Human Resource Management System (HRMS) and Payroll system.

Duties and Responsibilities - (Candidates must perform the following functions with or without reasonable accommodations)

- Perform complex analytical staff work in the areas of organizational change management, personnel and payroll policy and program evaluation, organization/workforce impact assessment, and management preparedness information and communications tools development.
- Perform workplace and workforce readiness activities that promote awareness, understanding, and acceptance of the proposed, new HRMS/Payroll system for affected stakeholders.
- Develop presentation materials for information and educational sessions for State organizations and business process stakeholders.
- Participate as a team member to assess job/classification implications of the proposed business solution.
- Work with DPA, SPB, SCO, and the project's software consultant and system integrator, to assist with the development of work plans, strategies, assessments, and measurements.

Desirable Qualifications:

Successful candidates will: Possess excellent organization and communication skills, - Have the ability to work independently and as part of a team, - Be able to effectively manage multiple priorities, - Have the ability to establish and maintain effective working relationships both internally and externally to the organization, - Have a working knowledge of Microsoft applications, especially Excel and Access and, - Have knowledge of the State civil service laws, rules, regulations, policies and practices regarding personnel management and merit selection processes.

Applications:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

All hires will be subject to a background check.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

State Controller's Office
21st Century Project
ATTN: Linda Parsons/WFT
710 Riverpoint Court
West Sacramento, CA 95605

Applicants must indicate the basis of their eligibility in line item number 12 (explanation) of the STD 678.

The State Controller's Office is committed to provide equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, sexual orientation, or veteran status.

Rev. 04/08